Population Management

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of inmate population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Office to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY

It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing, transfer and release of inmates.

500.3 REPORTS

The Chief Deputy of Corrections or the authorized designee is responsible for ensuring that detailed daily reports of the facility's inmate population are completed and maintained by the staff. The reports shall reflect the average daily population of sentenced and non-sentenced inmates by categories of adult male, adult female, juvenile male and juvenile female. The Chief Deputy of Corrections should collect and submit the data to the Sheriff in a annual report The Sheriff or the authorized designee should maintain the data in an accessible format for historical purposes and trend analysis and to respond to funding opportunities.

500.3.1 DATA COLLECTION

For each reporting period, the report should include, but is not limited to:

(a) Average daily population (ADP) for:
    1. Male
    2. Female

(b) Number and percentage of:
    1. Bookings
    2. Male inmates
    3. Female inmates
    4. Non-sentenced inmates
    5. Felony inmates

(c) Number of inmates:
    1. Enrolled in work release program
    2. Assigned to home electronic monitoring program

(d) Number of:
    1. Inmate-on-inmate assaults

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2. Inmate-on-staff assaults
3. Inmate grievances
4. Inmate disciplinary reports

(e) Any other demographic information (e.g., gang activity)

The Chief Deputy of Corrections or the authorized designee is responsible for ensuring that all required information is supplied to the Washington Association of Sheriffs and Police Chiefs.

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